

Federal Women's Program Board

Thursday, 8 June 1978

11:30 a.m.

Room 6E60 Headquarters

AGENDA

Monthly Meetings vs Semi-Monthly Meetings

FY 79 EEO Plan

Other Business

Guests: DDS&T Working Group

Get into the game and stay in. Throwing
mud from the outside won't help. Building up
from the inside will.

E. Roosevelt, 1924

MINUTES

Federal Woman's Program Board Meeting of Thursday, 8 June 78, 1130-1300,
Room 6E60 Headquarters

Chairman:

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Members Present:

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1. Guests at this meeting included DDS&T Career
Management Officer, and two members of the DDS&T Working Group,

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2. reported on a Federal Government Word Processing Meeting
which she attended where speakers from Booz-Allen discussed career progres-
sions in the secretarial profession. She felt the presentation was worthwhile
and that OTR and the Upward Mobility Program representative should investigate
the possibility of having them speak at the Agency. will contact
 and OTR.

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3. The group discussed the advisability of returning to the monthly
meeting format. Since Thursday is inconvenient for some members, it was
agreed that Board meetings will be held on the second Tuesday of each month
at 9:30. Since the NFAC Working Group has already made plans to attend the
meeting on 29 June, the new schedule will commence on 13 July 1978. It was
agreed that the option continues to exist for special meetings on time-
critical projects.

4. The Board discussed the 26 May 1978 memo from Omega Ware, Jr. on the
subject of the FY79 Equal Employment Opportunity Plan. This memo rerequested
the Board to provide specific affirmative actions (with target dates) for
denoted objectives in the plan. The members felt that, in most instances, the
Board is not in the position to set these actions. In addition, several
members felt that we had already fully discussed the EEO Plan, and that the
previous submission of our recommendations should suffice. suggested
that meet with the Board to further explain the EEO
process. However, time constraints at this point make further input difficult.
We did agree that the objective which called for redefining and clarifying the
Board's responsibility to the EEO be addressed. Representatives from each
directorates will meet with to write this redefinition.

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5. [] spoke on the necessity for establishing guidelines on how the various groups should coordinate with one another. For example, there is confusion as to whether the Working Groups "report" to the Board or to their directorate Career Management Officers. In any case, the Directorate needs to be apprised of the Working Group's plans in order to budget time for their activities. There is definitely a communication problem to be solved. [] cited the need to determine what the FWPB Coordinator is "coordinating", and where the secretarial MAG fits in.

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